

RESUME AID

CUSTOMS AND BORDER PROTECTION OFFICER

Documenting Your Qualifications for the GS-7

There are four (4) ways to qualify for the CBP Officer position at the GS-7 grade level: 1) Specialized Experience, 2) Graduate Education, 3) Combination of Specialized Experience, or 4) Superior Academic Achievement (SAA)

All minimum qualifications must be met by the closing date of the announcement. Please review the qualification requirements below and provide the necessary information on your resume/application. You may NOT substitute this resume aid for your resume.

1. SPECIALIZED EXPERIENCE

You must clearly demonstrate that you have one (1) year of full-time (35 + hours per week) specialized work experience, comparable in level of difficulty and responsibility to grade GS-5 in the Federal service; part-time work will be pro-rated. On your resume, provide **detailed** examples of your work experience that addresses one of the two elements listed below. Make sure to include all of your work experience on your resume even if you don't feel it addresses the elements below. **Be sure to include hours per week.**

Element 1: Extensive duties in inspections work at borders, seaports, airports, or other ports of entry and/or work involving preliminary screening of persons for entry and immigration status.

Experience must demonstrate the ability to apply specialized knowledge of laws, regulations, and procedures for importing and exporting merchandise to and from the United States and/or law enforcement work at the local, State or Federal levels, which included dealing with persons suspected of entering the U.S. illegally.

OR

Element 2: Compliance/regulatory work.

Experience must have demonstrated the ability to collect, develop, and evaluate facts, evidence, and pertinent data in assessing compliance with, or in violation(s) of laws, rules, or regulations.

Sample resume format for **EACH** job you provide:

Place of Employment			
Job Title:			
From (mm/dd/yy):		To (mm/dd/yy):	
Hours per week:		Salary:	
Duties:	<i>Provide examples of your duties, accomplishments and related Skills.</i>		

OR

2. GRADUATE EDUCATION

You must have completed one year of graduate level education beyond a bachelor's degree. One year of graduate education is the number of credit hours determined by your school to represent one year of graduate level course work. If that information is not available 18 semester hours, or 27 quarter hours is considered equivalent to 1 year of graduate level education

Sample resume format for **EACH** school attended:

College Name(s)	# of Semester Hours Completed	# of Quarter Hours Completed	Degree Earned	Month/Year Awarded

NOTE: Education obtained from a foreign university is not creditable unless evaluated by a private credential evaluation service as recognized by the Department of Education; such as member of the National Association of Credential Evaluation Services <http://www.naces.org/>. Education must be deemed equivalent to that gained in conventional U.S. education programs.

OR

3. COMBINATION OF SPECIALIZED EXPERIENCE AND GRADUATE EDUCATION

If you do not qualify based on education or experience alone, you may be able to qualify based on a combination of your experience and education. To determine your percentage of qualifying experience, you must divide your total number of qualifying months by 12.

To calculate your percentage of graduate education, divide the number of graduate semester hours by 18; or graduate quarter hours by 27. Add your percentages; the total must be at least 100% for you to qualify under the combination of experience and education.
 Example: 9 months of specialized experience (9 mos divided by 12 mos = .75 or 9 mos experience)
 9 semester hours of graduate education (9 sem hrs divided by 18 = .50 graduate education)
 Combine .75 + .50 = 1.25 or 125%

OR

4. SUPERIOR ACADEMIC ACHIEVEMENT (SAA)

The SAA provision is used to determine eligibility for GS-7 for applicants who have completed all the requirements for a bachelors' degree from an accredited college. The SAA recognizes students who have achieved superior academic standing as evidenced by one of the three methods below:

- GRADE POINT AVERAGE (GPA):** 3.0 or higher out of a possible 4.0 ("B" or better) as recorded on your official transcript based on 4 years of education; or based on courses completed during the final 2 years of the curriculum; or 3.5 or higher out of a possible 4.0 ("B+" or better) based on the average of the required courses completed in the major field; or the required courses in the major field completed during the final 2 years of the curriculum.
- CLASS STANDING:** The upper third of the graduating class in the college, university, or major subdivision, such as the College of Liberal Arts or the School of Business Administration. Class standing must be documented on your official transcript or in a letter from the registrar's office verifying your class standing. The registrar or a designated representative must sign the letter.
- MEMBERSHIP IN A NATIONAL SCHOLASTIC HONOR SOCIETY:** To verify eligibility go to: http://www.achsnatl.org/quick_link.asp

CUSTOMS AND BORDER PROTECTION OFFICER Documenting Your Qualifications for the GS-5

There are three (3) ways to qualify for the Customs and Border Protection (CBP) Officer position at the GS-5 grade level:
 1) Experience, 2) Education, or 3) Combination of Experience and Education.

All minimum qualifications must be met by the closing date of the announcement. Please review the qualification requirements below and provide the necessary information on your resume/application. You may NOT substitute this resume aid for your resume.

1. EXPERIENCE

You must clearly demonstrate a total of **3 entire years of full-time** (35 + hours per week) general work experience, one year of which is comparable to GS-4 in the Federal service; part-time work will be pro-rated. On your resume, provide **detailed** examples of your work experience that addresses the two (2) elements listed below. Make sure to include all of your work experience on your resume even if, you don't feel it addresses the elements below. **Be sure to include hours per week.**

Element 1: The ability to meet and deal with people, and

Element 2: The ability to learn and apply a body of facts.

Sample resume format for **EACH** job you provide:

Place of Employment			
Job Title:			
From (mm/dd/yy):		To (mm/dd/yy):	
Hours per week:		Salary:	
Duties:	<i>Provide examples of your duties, accomplishments and related Skills.</i>		

OR

2. EDUCATION

You must provide copies of transcripts that show a 4-year course of study (120 semester hours or 180 quarter hours above high school) in any field leading to a bachelor's degree; from an accredited college/university:

Sample resume format for **EACH** school attended and the number of credits received:

College Name(s)	# of Semester Hours Completed	# of Quarter Hours Completed	Degree Earned	Month/Year Awarded

NOTE: Education obtained from a foreign university is not creditable unless evaluated by a private credential evaluation service as recognized by the Department of Education; such as member of the National Association of Credential Evaluation Services <http://www.naces.org/>. Education must be deemed equivalent to that gained in conventional U.S. education programs.

OR

3. COMBINATION OF EXPERIENCE AND EDUCATION

Please ensure that you have provided detailed information regarding both experience and education ON YOUR RESUME.

To determine the Percentage of Qualifying Experience and/or Education: you must divide the months of qualifying experience by 36. To determine your percentage of qualifying education, divide the number of undergraduate semester hours by 120, or undergraduate quarter-hours by 180.

Add the experience and education percentages together; they must equal 100% or more to qualify using a combination of education and experience.

Example: An applicant has 25 months of full-time qualifying experience, and 42 semester hours of post high school education.

Experience: 25 months divided by 36 months = 0.694

Education: 42 semester hours divided by 120 semester hours = 0.35

Combine: 0.69 (from experience) + 0.35 (from education) = 1.04 or 104%.

**Failure to provide sufficient information on your resume
may result in being found ineligible for the
CBP Officer position.**

If using education to qualify, documentation must be submitted in English.

You must provide copies of transcripts or for any undergraduate colleges attended and any graduate coursework completed prior to the close of the announcement.

Official transcripts will be requested from you if/when they are required.

Customs and Border Protection Officer Reference Sheet

CBP Officer- Conditions of Employment

New recruits to the Customs and Border Protection (CBP) Officer occupation receive extensive training before beginning official duties. When you apply for the CBP Officer position during an open announcement, you will answer questions regarding conditions of employment. Please review the following conditions of employment with the understanding that you will be trained before assuming duty as a CBP Officer. These statements represent some, but not all, of the essential functions of the CBP Officer position.

1. Applicants are required to undergo and successfully pass a pre-employment drug screening test and must submit to random drug testing after employment.
2. Applicants are required to undergo a comprehensive medical examination to determine fitness for duty as a CBP Officer.
3. Applicants are required to undergo a complete background investigation, including a polygraph, to establish suitability for employment in Customs and Border Protection.
4. CBP Officers are required to qualify with and maintain proficiency in the use of firearms.
5. As a CBP Officer you may find yourself in a "life-threatening" situation, and you may need to use deadly force (e.g., use your firearm) to protect your life, the lives of fellow officers, or the lives of innocent bystanders.
6. CBP Officers may be exposed to people who carry infectious diseases.
7. CBP Officers, as part of their regular work schedule, are often required to work Saturdays and Sundays, nights, holidays, and all hours of the day, rotation and irregular shifts (for example, 1:00 p.m. to 9:00 p.m. or 4:00 p.m. to midnight).
8. CBP Officers are required to work overtime.
9. CBP Officers are required to wear a prescribed uniform and to conform to established grooming standards.
10. CBP Officers are required to complete successfully a rigorous 15 week training program in Brunswick, Georgia. This program includes meeting certain physical training requirements as well as training in the technical and legal aspects of the job.
11. Some CBP Officers will be assigned to small, remote locations or large metropolitan areas in which there are people whose cultures are significantly different from their own.
12. You must be willing to work with others on a professional basis, with mutual respect, regardless of racial, cultural, religious, political or other differences.
13. You must enforce all Federal laws without exception regardless of your personal feelings about these laws and regulations.
14. You will be expected to conduct personal searches of individuals who are members of your own sex.
15. CBP Officers may be exposed to all kinds of weather and environmental conditions, such as contact with potentially harmful substances (hazardous materials), vehicle exhaust fumes, and slippery surfaces. Employees will be provided appropriate personal protective equipment for all of these conditions.
16. CBP Officers may be required to engage in strenuous physical exertion, such as heavy lifting, crouching or crawling in restricted areas, climbing, and running.
17. CBP Officers are sometimes required to travel for conferences, training, or special operations.
18. You will be required to arrest or assist in the arrest of individuals in violation of law(s). You may also be required to testify under oath to the circumstances of the arrest.

Special Retirement Eligibility Verification

In accordance with Public Law 110-161, this position is covered under special retirement provisions; therefore, candidates must be referred for consideration before reaching their 37th birthday except candidates eligible for Veterans' Preference, or unless they presently serve or have previously served in a Federal civilian law enforcement position with accelerated retirement deductions.

Military, state, or local law enforcement work is not considered Federal civilian law enforcement.

If you are eligible for Veterans' Preference you are exempt from the age requirement in Public Law 110-161. Please submit your most recent Member-4 copy of your DD-214. If you are claiming 10-point Veterans' Preference, you must also include a copy of your SF-15 and appropriate documentation as required on the SF-15 (for example, a letter from Veterans' Affairs verifying the percentage of your service-related injury). Follow this link for the SF-15: http://www.opm.gov/forms/pdf_fill/SF15.pdf. For more information on Veterans' Preference please go to: <http://www.fedshirevets.gov/job/vetpref/index.aspx>. Also, a helpful website for determining your veterans' preference is: <http://www.dol.gov/elaws/vets/vetpref/mservice.htm>

If you are over the age of 37, not eligible for Veterans' Preference AND you are presently serving or have previously served in a Federal civilian law enforcement position, you must provide copies of your SF-50s, Notification of Personnel Action, verifying your covered

service. Block 30 on your SF-50's must show that you are or were in a law enforcement position and the retirement plan indicates law enforcement retirement coverage.

If you are over the age of 37, not eligible for Veterans' Preference AND have previously served in a covered position, you must be able to complete a total of 20 years of covered law enforcement service by the time you reach the mandatory retirement age of 57.

If you are over the age of 37, not eligible for Veterans' Preference AND have not previously served in a Federal civilian law enforcement position you cannot be considered for this position.

Required Documentation for Applicants OVER 37 and NO VETERANS' PREFERENCE: First and last SF-50, Notification of Personnel Action, **verifying work in a Federal civilian law enforcement "covered" position.** Block 30 of the SF-50 shows the retirement code. Code K "FERS" in block 30 of SF-50, does not meet the definition of "covered" retirement. ***Please note that experience as a TSA screener is generally not covered under Federal civilian law enforcement coverage.***

Lautenberg Certification

On September 30, 1996, Title 18, United States Code, Section 922(g) (9), was signed into law. This legislation makes it illegal for anyone who has been convicted of a misdemeanor crime of domestic violence to possess, receive, ship, or transport any firearm or ammunition.

This law applies without exception to any person who has been convicted of a misdemeanor crime of domestic violence within the meaning of this statute. The inability of an individual to lawfully possess a firearm disqualifies that person from any position authorizing firearm privileges. The position for which you are applying authorizes firearm privileges. Therefore, in order to determine your qualification for your position, you must complete this certification. Please carefully review all of the following information before responding to this inquiry.

In completing this certification, you are advised that the purpose is to obtain information regarding your qualification to possess or receive firearms and/or ammunition.

THE LAW. The Lautenberg Amendment to Title 18, U.S.C., Section 922(g) provides:

- (g) It shall be unlawful for any person--
 - (9) who has been convicted in any court of a misdemeanor crime of domestic violence, to ship or transport in interstate or foreign commerce, or possess in or affecting commerce, any firearm or ammunition; or to receive any firearm or ammunition which has been shipped or transported in interstate or foreign commerce.

As defined in U.S.C. Section 921 (a)(33), a misdemeanor crime of domestic violence

Means an offense that:

- (i) is a misdemeanor under Federal or State law; and
- (ii) has, as an element, the use or attempted use of physical force, or the threatened use of a deadly weapon, committed by a current or former spouse, parent, or guardian of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, or guardian or by a person similarly situated to a spouse, parent, or guardian of the victim.

Section 921 (a)(33) further provides:

- (B)(i) A person shall not be considered to have been convicted of such an offense for purpose of this chapter, unless-
 - (l) the person was represented by counsel in the case, or knowingly and intelligently waived the right to counsel in the case; and in the case of prosecution for an offense described in this paragraph for which the person was entitled to a jury trial in the jurisdiction in which the case was tried either-
 - (aa) the case was tried by a jury, or
 - (bb) the person knowingly and intelligently waived the right to have the case tried by a jury, by guilty plea or otherwise.
- (B)(ii) A person shall not be considered to have been convicted of such an offense for purposes of this chapter if the conviction has been expunged or set aside, or is an offense for which the person has been pardoned or has had civil rights restored (if the law of the applicable jurisdiction provides for the loss of civil rights under such an offense) unless the pardon, expungement or restoration of civil rights expressly provides that the person may not ship, transport, possess, or receive firearms.